2015-16 CCRA Score Reporting Guide

	DELIVERABLES	STUDENT receives	SCHOOL receives	DISTRICT receives
ACT WORKKEYS PAPER/PENCIL	Online Score Report	X		
	Memo to Examinee	X	X	
	Summary for Examinee	X	X	
	NCRC	X	X	
	Examinee Roster Report		X	
	Student Summary Data File			X
	NCRC Summary Data File			X

Summary of Deliverables:

Online Score Report: Student creates and logs into their account at myworkkeys.org. Students can view scores no later than June 13, 2016.
Memo to Examinee: Printed paper report with suggestions for improvement. Distributed to student by school. Delivered by vendor no later than June 13, 2016.
Summary for Examinee: Printed paper score report. Distributed to student by school. School copy enclosed. Delivered by vendor no later than June 13, 2016.
NCRC: Student receives from their school, if applicable. Delivered by vendor to school.
Examinee Roster Report: Printed report containing reportable scores. Delivered to school by vendor no later than June 13, 2016.
Student Summary Data File: Data file delivered electronically from EED to DTC through a secure file transfer site. EED receives the file the week of June 6, 2016.
NCRC Summary Data File: If applicable, data file delivered electronically from EED to DTC through a secure file transfer site. EED receives the file the week of June 6, 2016.

	DELIVERABLES	STUDENT receives	SCHOOL receives	DISTRICT receives
ACT WORKKEYS INTERNET	Instant Score Report	X	X	
	NCRC	X	X	
	Student Summary Data File			X

Instant Score Report: Printed immediately after testing is complete by test administrator.

NCRC: Student receives from their school, if applicable. Delivered by vendor to school.

Student Summary Data File: Data file delivered electronically from EED to DTC through a secure file transfer site. EED receives the file the week of April 1, 2016.

	DELIVERABLES	STUDENT receives	SCHOOL receives	DISTRICT receives
ACT IN-SCHOOL (ONLINE AND PAPER/PENCIL)	Paper Score Report	X		
	Online Score Report	X		
	High School Report		X	
	Student Score Labels		X	
	High School Checklist Report		X	
	State-Allowed Score Notification Letter (if applicable)	X	X	
	Profile Report - High School		X	
	Profile Report - District			X
	Student Level Data File - District			X
	Student Summary Data File			X

Paper Score Report: Mailed to student at the address provided in the pretest session. Available 3-8 weeks following receipt of examinee test responses for scoring.

Online Score Report: Student creates and logs into their account at www.actstudent.org. Available 3-8 weeks following receipt of examinee test responses for scoring.
High School Report: Printed paper report containing college reportable scores. Delivered to school by vendor 3-8 weeks following receipt of examinee test responses for scoring.
Student Score Labels: 2 printed score labels per student to place on transcript. Delivered to school by vendor 3-8 weeks following receipt of examinee test responses for scoring.
High School Checklist Report: List of examinees for whom paper reports and score labels are included in the shipment of reportable score reports. Shipped with High School Report listed above.
State-Allowed Score Notification Letter: 2 printed letters containing scores achieved using ACT non-college reportable score accommodations (state-allowed accommodations). Delivered to school (copy for student distribution) by vendor no later than June 22, 2016.
Profile Report - High School: Printed aggregate report that provides trends and averages of the high school based on the state-tested grade 11 student population. Delivered to school by vendor no later than July 11, 2016.
Profile Report - District: CD containing an aggregate report that provides trends and averages of the district based on the district-tested grade 11 student population. Delivered to the DTC by vendor no later than July 11, 2016.
Student Level Date File - District: CD containing a student data file that includes all college-reportable scores for all examinees for whom ACT processed an answer document. Delivered to the DTC by vendor no later than July 11, 2016.

Student Summary Data File: Data file delivered electronically from EED to DTC through a secure file transfer site. EED receives the file the week of June 6, 2016.

	DELIVERABLES	STUDENT receives	SCHOOL receives	DISTRICT receives
ACT NATIONAL TEST DAY	Paper Score Report	X		
	Online Score Report	X		
	High School Report		X	
	Student Score Labels		X	
	High School Checklist Report		X	

Paper Score Report: Student receives mailed copy only if they requested a paper copy when registering. Available 3-8 weeks following receipt of examinee test responses for scoring.
Online Score Report: Student creates and logs into their account at www.actstudent.org. Available 3-8 weeks following receipt of examinee test responses for scoring.
High School Report: Printed paper report containing college reportable scores. Delivered to school by vendor 3-8 weeks following receipt of examinee test responses for scoring.
Student Score Labels: 2 printed score labels per student to place on transcript. Delivered to school by vendor 3-8 weeks following receipt of examinee test responses for scoring.
High School Checklist Report: List of examinees for whom paper reports and score labels are included in the shipment of reportable score reports. Shipped with High School Report listed above.

	DELIVERABLES	STUDENT receives	SCHOOL receives	DISTRICT receives
SAT SCHOOL DAY	Paper Score Report	X	X	
	Online Score Report	X	X	
	Student Summary Data File			X

Paper Score Report: Mailed to student at the address provided on their answer document no later than the week of May 9, 2016.

Online Score Report: Student logs into their account at www.collegeboard.org. Scores will be available for student viewing no later than the week of May 9, 2016. Student scores will be available to schools through the Online Score Reporting Portal no later than the week of May 16, 2016. Makeup SAT School Day scores will be available for student viewing no later than the week of June 13, 2016, and available for school viewing no later than the week of June 20, 2016.
Student Summary Data File: Data file delivered electronically from EED to DTC through a secure file transfer site. EED receives the initial SAT School Day file the week of May 16, 2016. EED receives the final SAT School Day data file the week of June 20, 2016.

	DELIVERABLES	STUDENT receives	SCHOOL receives	DISTRICT receives
SAT NATIONAL TEST DAY	Paper Score Report	X	X	
	Online Score Report	X	X	

Paper Score Report: Student receives mailed copy only if they requested a paper copy when registering. School receives individual student score reports from vendor. Available 3-8 weeks following receipt of examinee test responses for scoring.

Online Score Report: Student logs into their account at www.collegeboard.org. School receives student score reports through either paper or secure file transfer, depending on selection. Available 3-8 weeks following receipt of examinee test responses for scoring.